

CALDWELL COUNTY SCHOOLS

INSTRUCTIONAL USE OF STUDENT EMAIL

IMPLEMENTATION PLAN FOR OCTOBER 2001 ROLLOUT GRADES 6 - 12

1. Select a team of teachers from CCHS and CCMS to assist in rollout of student email (representatives from variety of content areas, including STC)
2. Meet with teams from each school to brainstorm educational uses for student email
3. Develop plans and timelines for introducing students to email
4. Provide teams with training in the following areas: correct logging in procedures for student web mail, network etiquette (the do's and don't of online communication), review of AUP, use of websites that provide student email ideas
5. Reserve computer labs for student email implementation
6. Take students to lab for training and assignment of at least one email project

CCHS TEAM CCMS TEAM

Jill Phelps - French
Anna Lea Claxton - Practical Living, Career and Tech Ed
Judy Edwards - Language Arts
Melissa Earnest - Social Studies and Technology
Christy Phelps - Social Studies, Journalism
Rhett Miller - Math and Science
Gerry Baker - Agriculture
Susan Brinkley - Reading, PE, Social Studies
Jennifer Griggs - Business and Technology

Brainstorming Ideas for Using Student Email

- Reader response to each other and to the teacher if entire class is reading same book or story
- EPals, particularly in French class; students can write to each other in French and CC to teacher
- French III students who are working independently can email questions and assignments in French to the teacher
- Students in one class can collaborate on projects with students in another class through email
- Clubs and organizations can communicate with members through email

- Classes working on a particular project can team up with students in another school on the same project
- Students can conduct electronic interviews with people they might never have the opportunity to meet in person
- Students can email assignments to teachers either at school or from home
- Students can email information/concerns/questions to government officials
- Student could conduct research on community, state, and national economic systems through email
- Research for a practical living project could include students emailing questions to various community organizations
- Set up email pen pals with schools in other states/countries
- For a genealogy unit, email could be used to obtain family information
- Email famous authors with questions about books being read in class
- Email can assist in communication between gifted and talented students and their teacher
- Students can email class notes to a friend who was absent from school
- Student email would provide opportunity for a student to ask questions to a teacher about class assignments who might otherwise be afraid to ask a question in person because of shyness or intimidation by other students in classroom
- Students could conduct surveys by email and chart/graph the results
- School web site team can collaborate through email
- Clubs/Organizations can communicate with regional and state officers and send in reports electronically
- Teachers can email information/detailed instructions to students concerning a particular assignment or project
- Great medium for providing students with "hot links" to web sites that could be helpful in preparing for a particular topic being discussed in class
- Local businesses can email information, logos, graphics, etc., for yearbook advertisements to yearbook staff members in charge of ads

Training

Director of Technology will meet with teams from each school during their common planning time for training during the third week in October. Labs will be reserved at that time for final implementation phase during fourth week in October. Teams will be responsible for working with other teachers in school to inform them about proper use of student email and encourage teachers to use email assignments.

Management of Student Email Accounts

A senior STLP student will be assigned to manage student email accounts under the supervision of the

District Systems Engineer.